



# WASHINGTON MILITARY DEPARTMENT

*"Citizens Serving Citizens With Pride & Tradition"*

## **Washington Youth Academy** State Civilian Job Opportunity



### **CADRE TEAM MEMBER**

Youth Academy Residential Specialist 2 (YARS2)

(355P)

<b>REPUBLISHED:</b>	<b>February 24, 2010</b>
<b>CLOSES:</b>	<b>Open Until Filled – Screening begins immediately upon receipt</b>
<b>RECRUITMENT#</b>	<b>WYA245-YARS2-02-24-2010</b>
<b>SALARY:</b>	<b>\$2542 - \$3293 (Range 38) DOQ plus benefits</b>
<b>LOCATION:</b>	<b>Bremerton, Washington</b>

The Washington Military Department is now recruiting Cadre Team Members for the Washington Youth Academy in Bremerton, Washington. These positions report to a Cadre Team Leader. Cadre Team Members are responsible for providing a highly-regimented structure, discipline, and training to the student/cadet corps on a 24/7 basis. Cadre team members must be available for all days and shifts.

#### **ABOUT THE PROGRAM**

The Washington Youth Academy (WYA) is part of the National Guard Youth Challenge Program (NGYCP). Established under authority of both federal and state law, the WYA is a state-run residential and post-residential program for 16-19 year olds who have either dropped out of high school or are at risk of not graduating from high school.

The goal of the program is to give these youth a second chance to become responsible and productive citizens by helping them improve their life skills, education levels, and employment potential. The program is voluntary. Students will attend a 22-week residential academy with a 12-month post-residential mentoring period.

## **Today's ChalleNGe...Tomorrow's Success**

Core components of the program consist of citizenship, preparation for the GED or high school completion, work skills, community involvements and projects, health, hygiene, skills, training, leadership, fellowship, and physical fitness. The critical work ethic portion of the program teaches cadets to accept responsibility for work assignments which vary in scope and length. These assignments are designed to foster initiative, flexibility, creativity, and leadership.

The Military Department partners with other state and local agencies, the Bremerton School District, and community organizations in leveraging available state and federal resources. The Washington Youth Academy is not intended or designed to be a military academy, however, it incorporates a highly structured military format, with an emphasis on student discipline and personal responsibility to provide a positive, safe, and secure learning environment. WYA classes began in January 2009.

You can learn more about the Youth ChalleNGe Program at the national website—[www.ngycp.org](http://www.ngycp.org). To learn more about the Washington Military Department visit [www@mil.wa.gov](mailto:www@mil.wa.gov).

### **KEY RESPONSIBILITIES**

- Provides direction and guidance to cadet participants as they undergo daily training plans and programs designed to provide a high level of regimentation (military structure), discipline, and redirection to the student cadet corps on a 24/7 basis.
- Participates in screening and interviewing applicants to the WYA and assists in selecting students who have the best potential for success in meeting their individual and program goals.
- Assists in preparing Academy facilities, distribution of supplies, and equipment that will ensure the Cadre Team is able to effectively and efficiently induct each new class.
- Adhering to instructions from senior Academy staff, leads the Cadre Team through the program steps of the Hard Core curriculum (weeks 1 and 2) which is designed to identify those students who are best suited and attitudinally committed to changing the direction of their lives.
- Leads assigned Cadre Team in a manner that ensures all the academic, physical training and personal development activities are completed, properly recorded and that program activity goals are successfully met.
- Leads the Cadre Team in implementing daily program activities to include conducting cadet inspections and unit formations, reviewing/directing minor disciplinary actions involving members of the cadet corps, rating cadet performance, etc.
- Assists in the collection of individual cadet and program performance data for entry into the NGB data base and reporting system.
- Makes recommendations to the Cadre Supervisor concerning budget and resource problems/issues.
- Continuously promotes teamwork and fosters a positive and supportive learning environment for cadet participants.
- Makes recommendations regarding training and strategic planning.
- Ensures safety and security during all activities and phases of the WYA program.
- Responds immediately and effectively to any Cadet conflicts and administers appropriate corrective/disciplinary intervention within authorized authority and guidance from the Cadre Supervisor and Commandant. Triage students prior to assignment to sick call.
- Attends cadet disciplinary hearings and provides staff input to student peer court proceedings.
- Routinely participates with cadets in physical fitness, running, marching and drill/ ceremony.

## Cadre Team Member

---

- Participates in daily inspections of the student living areas. Ensures plan for building maintenance and cleaning schedule is completed and the facility is cleaned on a daily basis.
- Consistent with policy, accounts for all property, mail, and contraband taken from cadets and ensures that items are inventoried and properly secured.
- Participates in planning, coordination, and set-up of special events including “in-processing”, visitor days, cadet 42 hour passes, mentor training set-up, graduation, exercises, etc.
- Conducts and participates in other duties as assigned.

### **GENERAL INFORMATION**

- You do **not** need to be a member of the Washington National Guard to apply for this position.
- This recruitment will be used to establish a list of qualified candidates to fill future vacancies as they occur.
- Washington State offers its employees a generous benefits package, including medical and dental coverage, life and disability insurance, retirement, as well as deferred compensation and optional supplemental retirement accounts.

### **REQUIRED QUALIFICATIONS**

High school graduation or GED equivalent and two years of experience working with at-risk youth or related experience such as youth services, social services, military, education or law enforcement.

Two years of college may be substituted for one year of required experience.

Note: A valid driver's license is required. A Commercial Driver's License (CDL) with appropriate endorsements may be required.

### **DESIRABLE QUALIFICATIONS**

#### **Experience**

- Working with at-risk youth.
- A teacher/instructor/coach with an understanding of teaching techniques and learning processes.

#### **Knowledge of:**

- Military drill and ceremony.
- Military customs / courtesies.
- Basic first aid and emergency medical care.

#### **Skills / Abilities:**

- Assign, guide, coach and train one or more team members while performing similar work. Interview juveniles and family members to obtain and clarify information and explain procedures and expectations.
- Work effectively with at-risk youth who may have social, economic, emotional or behavioral issues.
- Make sound decisions and remain calm under stressful situations.
- Continuously foster teamwork.
- Promote a learning and instructional environment that is positive, productive, safe, and secure.
- Identify and manage manipulative behavior that may be demonstrated by juveniles.
- Appropriately handle emergency, threatening, or potentially dangerous situations.
- Identify and implement direct services to juveniles that encourage the adoption and

- maintenance of positive life skills.
- Work effectively with a diverse group of at-risk youth, their parents/guardians, other members of the WYA staff, and community partners and stakeholders to achieve the goals of the individual students and the program as a whole.
- Regularly participate in physical fitness activities including calisthenics and competitive sports
- Respond to emergency situations where a higher level of fitness may be critical to ensuring cadet safety or security.
- Work under pressure in a stressful work environment
- Maintain confidentiality at all times.

### **CONDITIONS OF EMPLOYMENT**

- Must be able to participate in and pass a pre-employment physical fitness and agility standardized test and annual tests thereafter, in accordance with program requirements. The assessment consists of the following:
  - o Emergency Response Test:
    - A stair descent,
    - dragging 140-160 lbs. to safety,
    - Stair Climb,
    - crawling, sitting and standing unaided
  - o Physical Fitness Instruction/Demonstration of a series of Callisthenic exercises
  - o 15 Minute Continuous Run without stopping, walking, or speed walking
- Position is subject to shift work and incumbent must be willing to work periodic weekends and nights depending on program activities and requirements, including responding to emergency situations in a reasonable amount of time when they involve cadet health, safety, or security.
- Periodic travel in and out of the state for up to one week at a time.
- Extensive interaction and contact with at risk youth and parents who may be disgruntled and at times confrontational.
- Position is subject to shift work and employees are expected to work beyond the established core hours/days, if necessary, to accomplish assigned duties and responsibilities.
- Willingness to work in and around military facilities and programs.
- Must comply with Department policies and procedures governing workplace conduct.
- Must possess a valid Washington State drivers license, be qualified to drive a state vehicle, and obtain a Commercial Driver License (CDL) endorsement if required to accomplish program requirements.
- Willing to work in and around military facilities and programs.
- Willing to work with at-risk youth in a 24/7 setting.
- Individuals working with at-risk youth in a residential setting must take and pass pre-employment and periodic drug tests as outlined by Agency policies and procedures.
- Individuals working with at-risk youth in a residential setting must complete and pass pre-employment and periodic background checks required by Agency policies and procedures.
- Individuals working with at-risk youth in a residential setting are subject to safety and security surveillance.
- Complete mandatory annual first aid and CPR training/re-certification.
- Must comply with Department policies and procedures governing workplace conduct.

## Cadre Team Member

---

- Incumbent will be required to attend formal Youth Challenge staff training courses (up to 1 week each) and on the job training at another National Guard Bureau Youth Challenge Program (up to 2 weeks).
- The WYA campus is a tobacco, alcohol, drug and gun free facility. These items are not permitted anywhere within the confines of the WYA campus or within view of the students.

### HOW TO APPLY:

Submit the following documents to [applicant4@mil.wa.gov](mailto:applicant4@mil.wa.gov). Indicate the position you wish to apply for on the subject line of your email message.

- Application - A completed [Washington State Application Form](#). *Type your name and the date signed in each of the signature blocks.*
- Supplemental Questionnaire – Responses to the supplemental questionnaire listed at the end of this announcement.
- References: - On a separate MS Word document, create a reference list. The heading for the reference list must include your full name, address, contact information (phone numbers & e-mail address) and the position title you are applying for. The list of references must include at least two of your past/current supervisors, one peer and one subordinate, if applicable. For each reference you list, please include the following:

Name  
Professional Title  
Working Relationship  
Daytime Phone Number(s)  
E-mail Address

Electronic application packets are preferred (must be Microsoft Office compatible). Individuals who are unable to submit electronically may forward a hard copy by mail, or fax to:

Applicant Four  
State Human Resources  
Camp Murray, Bldg. # 33  
Tacoma WA 98430-5006  
Voice/Message (253) 512-7714 Fax (253) 512-7808

**Note: A resume will not be accepted as a substitute for a completed Washington State Application.**

## Washington Youth Academy Supplemental Questionnaire

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**1. What is your highest level of education?**

- \_\_\_\_ High School or equivalent  
\_\_\_\_ Some College  
\_\_\_\_ AA or 60 semester hours (90 quarter hours)  
\_\_\_\_ BA/BS Major \_\_\_\_\_  
\_\_\_\_ MA/MS Major \_\_\_\_\_

**2. What experience do you have working with at-risk youth? (Please explain)**

- \_\_\_\_ None  
\_\_\_\_ Teaching/Training: \_\_\_\_\_  
\_\_\_\_ Supervising: \_\_\_\_\_  
\_\_\_\_ In-School Suspension: \_\_\_\_\_  
\_\_\_\_ Coaching: \_\_\_\_\_  
\_\_\_\_ Social Services: \_\_\_\_\_  
\_\_\_\_ Youth services: \_\_\_\_\_  
\_\_\_\_ Military: \_\_\_\_\_  
\_\_\_\_ Other: \_\_\_\_\_

**3. Please list the number of months of experience you have in the following areas.**

Experience Area	Number of months of experience (place check mark if have knowledge but no experience).
Drill and ceremony	
Military customs / courtesies	
Basic first aid and emergency medical care	
Leading physical fitness activities	
Handling difficult situations / people	
Disciplinary procedures / processes (Cadets and / or youth)	

**4. Please briefly describe your skills and experience in the following areas:**

Creating written communications (professional business correspondence, incident reports, flyers, logs, etc.)	
Planning, coordination, and setting-up special events, drills, and /or exercises.	
Developing and delivering presentations.	
Microsoft Office experience / skills. Include in your response, the programs you are competent in and examples of the types of tasks that you are able to complete.	

***The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.***

## THE FOLLOWING OUTLINES THE RECRUITMENT AND SELECTION PROCESS

### RECRUITMENT AND SELECTION PROCESS

Initial applications are screened.

Top candidates are notified via e-mail of their selection to take the Physical Assessment Test (PAT) and written assessment. Currently PATs are scheduled on the following dates:

<i><b>Testing Date</b></i>	<i><b>Date application needs to be received to be considered for this testing date. Applicants are encouraged to apply early.</b></i>
May 5, 2010	April 23, 2010
June 2, 2010	May 21, 2010
July 7, 2010	June 25, 2010
August 4, 2010	July 23, 2010
September 1, 2010	August 20, 2010
October 6, 2010	September 24, 2010

The assessment is a three step process, as follows:

- Candidates complete required forms to include a seven page self-disclosure document.
- Candidates take a written assessment which consists of watching a short video and writing an incident report.
- Candidates participate in the PAT that is designed to measure the candidate's physical stamina and endurance necessary to meet regular and emergency incidents (e.g. removing unconscious people from danger, lead a fire evacuation, conduct daily cadet PT, remove threats to the safety/security of our cadets, etc.). An explanation of this assessment is published:  
<http://mil.wa.gov/jobs/documents/PhysicalFitnessAssessment.doc>

Top candidates from the assessments are interviewed.

Reference checks are completed on selected interviewees.

Finalist candidate receives a conditional job offer.

Upon acceptance of the conditional job offer, candidate completes the required drug/alcohol testing as well as undergoes a criminal background check.

Upon passing the drug/alcohol testing and criminal background check, an official job offer is made.

*The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.*